

COIN NEWSLETTER

We want to give you the best training possible, so we've designed training just for you! COIN users will be able to choose a day of training specific to their office. Here's when we'll be coming to your area:

Clerks of Circuit Court

- *Richmond* – June 27 & 29, July 15
- *SW Va* – July 11 & 15
- *Tidewater* – July 11 & 13
- *Roanoke* – July 5 & 7
- *NoVa* – June 29, July 5

Commissioners of the Revenue & Treasurers

- *Richmond* – June 28 & 30, July 11 & 13
- *SW Va* – July 11 & 13
- *Tidewater* – July 12 & 14
- *Roanoke/Lynchburg* – July 5, 6, & 8
- *Northern Va* – June 30, July 6 & 8

Sheriffs and Regional Jail Superintendents

- *Richmond* – July 1 & 14
- *SW Va* – July 12 & 14
- *Tidewater* – July 11 & 15
- *Lynchburg* – July 7
- *Northern Va* – June 29, July 5 & 7

Commonwealth's Attorneys

- *Richmond* – June 29, July 1 & 12
- *SW Va* – July 12 & 14
- *Tidewater* – July 13 & 15
- *Lynchburg* – July 6 & 8
- *Northern Va* – July 7 & 8

Cities & Counties

- *Lynchburg* – July 18
- *Richmond* – July 20

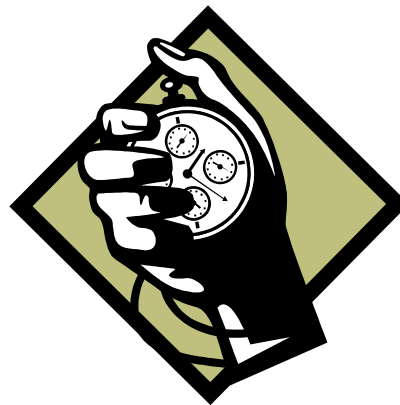
COUNTDOWN TO REGISTRATION

That's right! The clock is counting down to May 1st, when you will be able to register for COIN training to be held June 27–July 15. Mark your calendar – this will be a valuable, fast-paced day of learning, and space is limited!

What to Expect

You will attend one day of hands-on training devoted solely to the needs of your office. In other words, if you represent a Treasurer's office, all of the other participants in your class will also be from Treasurers' offices. The questions generated will relate to the way you use COIN, and the lessons will be tailored to your unique needs.

Half the day will be devoted to Personnel actions, and the other half to the Reimbursement system, with a mid-day break for lunch – which we will arrange to have brought in for you. Actual Compensation Board staff will teach the classes, so you know that they'll understand how you use COIN.



Registration begins May 1st.

More Details to Come

When registration opens on May 1st, you will be able to find all the details you need on our web site, including an agenda, directions to the computer lab, and mileage reimbursement instructions.

COIN training is designed for folks who use the system regularly. If that's you, then find your training date in the column on the left, and plan to join us this summer at a location near you!

COIN EXPRESS

Exclusively for Cities and Counties

Since City Manager and County Administrator offices use COIN a little differently, we've designed a special COIN training just for you. Each two-hour class will cover just the essentials for the city and county offices. It's just one more way that we're tailoring training to your needs.

Double Up in Lynchburg

The Central Virginia Criminal Justice Academy in Lynchburg can seat two to a computer, so you can share your computer with one other person from your office!

"Training is everything. The peach was once a bitter almond; cauliflower is nothing but cabbage with a college education." - Mark Twain